

WILLMAR CITY COUNCIL PROCEEDINGS
CONFERENCE ROOM NO. 1
CITY OFFICE BUILDING
WILLMAR, MINNESOTA

September 14, 2016 at 4:45 p.m. and
September 15, 2016 at 5:14 p.m.

The special meeting of the Labor Relations Committee/Willmar City Council was called to order by the Honorable Mayor Marv Calvin. Members present on a roll call were Mayor Marv Calvin, Council Members Audrey Nelsen, Steve Ahmann, Denis Anderson, Rick Fagerlie, Shawn Mueske, and Ron Christianson. Council Members Tim Johnson and Andrew Plowman were excused from the meeting. Present 7, Absent 2.

Also present were City Clerk-Treasurer Kevin Halliday, Public Works Director Sean Christensen, Finance Director Steve Okins, and Fire Chief Frank Hanson.

Item No. 1: Carol Laumer, Willmar Municipal Utilities Labor e Member, was present to update the Council on the process of hiring a General Manager at Willmar Municipal Utilities. She stated interviews have been completed with the four finalists on September 12th. The next interview will be with the full Commission, the Mayor and Council Representative Mueske.

Item No. 2 Mayor Calvin updated the Council on the information he and Council Member Christianson have relating to the search for an Interim City Administrator. The selected candidate information was submitted to each Council Member. Mayor Calvin noted there were a total of six who expressed interest and it was narrowed down to three of which he and Council Member Christianson held phone interviews with earlier this week. Mayor Calvin summarized the information compiled from each candidate, whose names remain confidential. All prospective candidates were told this is an interim position for approximately six months.

The Council discussed the qualifications and experience of the prospective candidates listed as "A," "B" and "C." It was suggested a recommendation could come before the Council at the September 19th Council meeting. It was noted the interim will become an employee of the City of Willmar because they will be under the direction of the Council. A boiler plate contract has been made available for consideration that can be reviewed and revised.

Mayor Calvin left the meeting to call City Attorney Robert Scott. After his return, Mayor Calvin reported that Attorney Scott stated if the name of the candidate and the compensation is not in the agreement that would be a substantial change and there needs to be another meeting to approve the employment agreement.

A draft timeline for filling the vacancy of City Administrator was presented to the Council by Council Member Christianson noting that the consulting firm of David Drown and Associates had a two-year guarantee in their contract with the City, and they are obligated to assist with locating another individual at no cost to the City. The timeline was distributed to the Council for information. Council Member Anderson made a motion to adopt the search timeline as presented by David Drown and Associates subject to revision. Council Member Mueske seconded the motion, which carried.

Mayor Calvin informed the Council they are able to keep the candidate information they have in front of them, but were reminded it is strictly confidential and that no contacts should be made with the candidates.

Item No. 3 City Clerk-Treasurer Halliday reported on the Human Resources Director interviewing team of Council appointee Anderson and two Department Directors who are prepared to interview Wednesday, September 21st at 8:15 a.m. to 2:00 p.m., but that Rice Hospital HR Director Joyce

Elkjer was not available to assist. Kandiyohi County HR Director, Connie Mort, would be contacted to assist. Springsted consultants have remitted a twelve-city salary summary and that a recommendation will be made to the Council at the October 3rd Council meeting. It was noted that the Interim City Administrator would be asked to join the interview team if the position was filled by that date.

Item No. 4 City Clerk-Treasurer Halliday reported on the City Clerk interviewing team of three Department Directors who are prepared to interview Thursday, September 22nd at 8:15 a.m. with one candidate coming in Friday morning. Springsted consultants had not remitted a salary survey for the City Clerk position nor has the Council determined the final pay range following a recommendation by the Salary Review Committee Chairman to increase the pay range above the tallied pay range of 7. City Clerk-Halliday was directed to contact Mr. Kruse to verify the process of the compensation study.

Council Member Nelsen offered a motion to recess the meeting at 6:10 p.m. to reconvene at 5:30 p.m. or post Community Development Committee on Thursday, September 15, 2016. Council Member Mueske seconded the motion, with carried.

The special meeting of the Labor Relations Committee/Willmar City Council was reconvened at 5:14 p.m., Thursday, September 15, 2016, and called to order by the Honorable Mayor Marv Calvin. All Council Members were present.

Mayor Calvin reported that he was in contact with Springsted and the City Clerk job description was included in the compensation study. The discussion of an Interim City Administrator continued. Council Member Anderson made a motion to offer the interim position to "Candidate C" and authorize the Mayor and Mayor Pro Tempore to work out the details for a contract to be presented at the September 19, 2016, City Council meeting. Council Member Nelsen seconded the motion, which carried.

Mayor Calvin informed the Council that the candidate information remains confidential. He also noted that the template of a draft employment agreement was remitted to each Council Member earlier today.

Council Member Nelsen made a motion that the City Clerk interviews include the Interim City Administrator. Council Member Johnson seconded the motion, which carried.

Council Member Mueske made a motion to adjourn. Council Member Ahmann seconded the motion. The meeting was adjourned at 5:26 p.m.

Attest:

MAYOR

SECRETARY TO THE COUNCIL